



## Controller *John Chiang*

### California State Controller's Office

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.*

**Position:**

(5011) Staff Services Analyst

**Position #:**

051-220-5157-100

**Salary Range:**

\$2,873 - \$4,671

**Issue Date:**

10/13/2014

**Contact:**

Muang Saechao (916) 322-3682

**Location:**

Personnel/Payroll Services  
Division  
300 Capitol Mall, Suite 1001  
Sacramento, CA 95814

**Final Filing****Date:**

October 27, 2014

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State Application and Resume to:**

State Controller's Office

Personnel/Payroll Services  
Division

**ATTN: Muang Saechao**

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

*Applications will be screened and only the most qualified will be interviewed.*

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

**Scope of Position:**

Under the general supervision of the Staff Services Manager II, Administrative Support Unit, the incumbent is responsible for performing the analytical duties associated with providing personnel management and administrative services support for the various organizational areas of the Personnel/Payroll Services Division. Specific duties include but are not limited to the following:

**Duties and Responsibilities:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- Serve as the division liaison and assist supervisors and managers with personnel issues, which may include the review processing of personnel actions, the development, evaluation, or recommendation of content revisions for draft personnel documents. Work directly with program staff to develop job bulletins and duty statements for submission to the Human Resources Office and the Office of Equal Employment Opportunity Office. Assist with providing informal and formal training of departmental staff on various personnel subjects, which may be related to classification and pay, flexible benefits, salary continuance and compensation, health, work and family, benefits and general personnel management policies and procedures. Conduct research to develop appropriate resolutions, make appropriate recommendations and guides management on implementation of such resolutions/recommendations to respond to technical personnel questions as needed. Prepare Action Request Forms (ARFs), attach the required paperwork (duty

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**Please write “051-220-5157-100” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.**

**Statewide**

statements, organization charts, justification memos, etc.) before circulating for signatures, then forward onto the Human Resources Office. Maintain the automated ARF log tracking system. Type and/or circulate for signature a variety of forms including Notice of Personnel Action (NOPA), probationary reports, Individual Development Plans (IDPs), Merit Salary Adjustment (MSAs) and other miscellaneous personnel forms.

- As the Division’s training coordinator, process all the necessary paperwork (training request form, training enrollment form, revolving fund request) to schedule division staff for in-service and out-service training classes. Work closely with the course provider to confirm receipt of training enrollment form and with the employee to ensure attendance in training course. In the event the employee is unable to attend, work with supervisors and

managers to provide an alternate attendee, or with the course provider to receive a credit.

Maintain a computer database for tracking fiscal year training expenses by reporting unit.

- Coordinate in-service and external training programs with internal training staff, and external instructors and consultants as needed. Serve as Division Training Coordinator and conducts internal training needs assessments as necessary. Assist with providing consultation to division managers and supervisors regarding internal training needs and staff development. Provide ongoing review of training processes and procedures to continually improve effectiveness, efficiency, and customer acceptance.
- May work on special projects. Assist with research and/or analyze issues related to the administration of the Personnel and Payroll Services Division.

### **Desirable Qualifications:**

- Excellent communication skills.
- Ability to work well in a team setting.
- Ability to manage multiple priorities.
- Excellent organizational skills.
- Excellent interpersonal skills.
- Punctual and dependable.
- Knowledge and experience working with Microsoft Word, Excel, and Access.
- Excellent customer service skills.
- Ability to work Monday through Friday 8:00am to 5:00pm.

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*The State Controller’s Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12*